



# WASTEWATER CAPACITY RESERVATION APPLICATION AND WASTEWATER CAPACITY TRANSFER APPLICATION

Department of Public Works and Engineering  
City of Houston

## **Procedures for Completing a Wastewater Capacity Reservation Application and a Wastewater Capacity Transfer Application**

1. The attached Wastewater Capacity Reservation Application (also used to obtain water and storm letters) must be completed by the current property owner or by an authorized representative of the owner. **Fee simple owner signatures must be ORIGINAL and in BLUE INK.** Please note if application is submitted by an authorized representative, the attached Application Authorization form must be signed by the property owner.
2. An **application fee** may be due. For vacant land, this fee is based on the total size of the subject property. For existing development, this fee is based on the size of the proposed development. **All application fees must be paid within 24 hours of the issuance of a sales order, or application will be voided.**
3. **The application must be filled out completely and accurately.** The application will be returned if the owner or agent is not present to correct the application. This will increase processing time for your application. Submission of false information will result in invalidation of reservation.

The following information is often missing or incorrect:

- a. Fee simple owner name with **original signature in blue ink**; must match proof of ownership provided.
  - b. An acceptable form of proof of ownership; i.e. recorded warranty deed, recorded deed of trust, title report, or other documentation as authorized by Impact Fee Administration.
  - c. The tract size, street address, or property tax account number (Page 1).
  - d. Vacant property is not indicated (Page 2).
  - e. Additional information required for types of development (see note on Page 2 & 3).
  - f. The portion of existing development to be removed or remodeled (Page 2).
  - g. Prior letters or impact fee receipts attached.
4. Two (2) site plans, surveys, or plats, (one for wastewater/water analysis, one for storm analysis) indicating the dimensions of the property, must be attached when the site is:
    - a. Not located in a subdivision,
    - b. Located on a portion of a lot or reserve in a subdivision, or
    - c. An acreage tract.
  5. **Two weeks may be required** to process the WCR application. The wastewater/water letter(s) and the storm drainage letter will be mailed separately.
  6. For a Wastewater Capacity Reservation Transfer Application, the following items must be submitted with the completed application.
    - a. A title report less than thirty (30) days old must be submitted for the property from which capacity is to be transferred.
    - b. Written approval of the transfer from any/all lien holders listed on the title report.
    - c. Application processing fee.
    - d. Verification that the Capital Recovery Charge or Impact Fee has been paid for the wastewater to be transferred.
  7. The **storm letter** is processed and mailed by the Office of the City Engineer. Please contact Gholam A. Namaki at (832) 394-9107 for questions concerning the storm letter.



## **WASTEWATER CAPACITY RESERVATION APPLICATION AND WASTEWATER CAPACITY TRANSFER APPLICATION**

**Department of Public Works and Engineering  
City of Houston**

### **Procedures for Completing a Wastewater Capacity Reservation (WCR) Application and a Wastewater Capacity Transfer Application (Page 2)**

8. **Submitted by mail:** send completed application to:
- a. Public Works and Engineering Department
  - b. Impact Fee Administration Section
  - c. P.O. Box 2688
  - d. Houston, Texas 77252-2688
9. **Submitted in person:** bring completed application to 1002 Washington Avenue – Third Floor (8am-3:30pm).
10. Should an applicant need additional information concerning the WCR Application, please visit our website at <http://www.publicworks.houstontx.gov/planning/development.html> or contact by email at [wcrtechs@houstontx.gov](mailto:wcrtechs@houstontx.gov) or in person at 1002 Washington Avenue (8am–3:30pm) or by phone:

Christine Robinson (832) 394-8989  
Tu Lu (832) 394-8980  
Brian Smyers (832) 394-9480

Ava Mickle (832) 394-8983  
Regina Otu (832) 394-8987



## WASTEWATER CAPACITY RESERVATION APPLICATION PROCESSING FEE SCHEDULE

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<u>Number of Acres</u>	<u>Dollars</u>
<b><math>0 &lt; x \leq 1</math></b>	<b>79.27</b>
<b><math>1 &lt; x \leq 2</math></b>	<b>105.69</b>
<b><math>2 &lt; x \leq 3</math></b>	<b>132.11</b>
<b><math>3 &lt; x \leq 4</math></b>	<b>158.53</b>
<b><math>4 &lt; x \leq 5</math></b>	<b>184.95</b>
<b><math>5 &lt; x \leq 6</math></b>	<b>211.37</b>
<b><math>6 &lt; x \leq 7</math></b>	<b>237.79</b>
<b><math>7 &lt; x \leq 8</math></b>	<b>264.21</b>
<b><math>8 &lt; x \leq 9</math></b>	<b>290.63</b>
<b><math>9 &lt; x \leq 10</math></b>	<b>317.05</b>
<b><math>10 &lt; x \leq 11</math></b>	<b>343.47</b>
<b><math>11 &lt; x \leq 12</math></b>	<b>369.89</b>
<b><math>12 &lt; x \leq 13</math></b>	<b>396.31</b>
<b><math>13 &lt; x \leq 14</math></b>	<b>422.73</b>
<b><math>14 &lt; x \leq 15</math></b>	<b>449.15</b>
<b><math>15 &lt; x \leq 16</math></b>	<b>475.57</b>
<b><math>16 &lt; x \leq 17</math></b>	<b>501.99</b>
<b><math>17 &lt; x \leq 18</math></b>	<b>528.41</b>
<b><math>x &gt; 18</math></b>	<b>554.83</b>



**Department of Public Works and Engineering  
Planning and Development Services Division  
Utility Planning and Analysis Section  
City of Houston**

**APPLICATION AUTHORIZATION FORM**

AS FEE SIMPLE OWNER OF THE PROPERTY REFERENCED IN THE WASTEWATER CAPACITY RESERVATION APPLICATION, I HEREBY AUTHORIZE (please print) \_\_\_\_\_, TO SUBMIT A WASTEWATER CAPACITY RESERVATION APPLICATION ON MY BEHALF. THIS AUTHORIZATION **DOES/DOES NOT** (PLEASE CIRCLE) AUTHORIZE MY REPRESENTATIVE TO MAKE CHANGES OR CORRECTION TO THIS APPLICATION. IN ADDITION, THIS AUTHORIZATION **DOES/DOES NOT** (PLEASE CIRCLE) AUTHORIZE MY REPRESENTATIVE TO OBTAIN A COPY OF THE RESERVATION LETTER AFTER PROCESSING BY THE CITY OF HOUSTON.

\_\_\_\_\_  
(ORIGINAL SIGNATURE IN BLUE INK OF FEE SIMPLE TITLE OWNER)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(DATE)

**NOTE: SIGNATURE ON THIS FORM MUST BE THE ORIGINAL SIGNATURE AND IN BLUE INK. ELECTRONIC COPIES OR FAX COPIES OF THE SIGNATURE WILL NOT BE ACCEPTED.**

**BUILDING ADDRESS**

**IMPACT FEE ADMINISTRATION  
1002 WASHINGTON AVENUE  
HOUSTON, TX 77002**

**MAILING ADDRESS**

**UTILITY ANALYSIS SECTION  
P.O. BOX 2688  
HOUSTON, TX 77252-2688**



**WASTEWATER CAPACITY RESERVATION APPLICATION**  
**Department of Public Works and Engineering**  
**City of Houston**

*Required under the Authority of City of Houston, Ordinance No. 83-650*

**PLEASE NOTE: SUBMITTAL OF FALSE INFORMATION WILL RESULT IN INVALIDATION OF RESERVATION.  
ALL APPLICATION FEES MUST BE PAID WITHIN 24 HOURS OF ISSUANCE OF A SALES ORDER,  
OR APPLICATION WILL BE VOIDED.**

*(Please type or print legibly in ink)*

Date: \_\_\_\_\_

Fee Simple \_\_\_\_\_  
Title Owner \_\_\_\_\_ Agents Name\* \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_ Phone \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ E-mail \_\_\_\_\_

Signature (original/blue ink) \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

*\*Any WCR Application submitted by anyone other than the property owner must be accompanied by the Application Authorization Form that designates the applicant as an "authorized representative".*

**LEGAL DESCRIPTION**

**ATTACH PROOF OF PROPERTY OWNERSHIP: Recorded Deed, Recorded Deed of Trust, Title Report or Title Insurance**

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Reserve(s) \_\_\_\_\_

Subdivision \_\_\_\_\_ Tract(s) \_\_\_\_\_ Tract Size \_\_\_\_\_

Survey \_\_\_\_\_ Abstract# \_\_\_\_\_

Property Tax Account#(s) \_\_\_\_\_ Street Address \_\_\_\_\_

**TWO (2) SURVEYS MUST BE SUBMITTED FOR ALL PROPERTIES NOT LOCATED IN A SUBDIVISION,  
OR FOR PROPERTIES LISTED AS A TRACT, OR PORTION OF A LOT WITHIN A SUBDIVISION.**

**CUSTOMER MUST INITIAL LETTER(S) REQUESTED:** ☐ WATER ☐ WASTEWATER ☐ STORM  
(Below this line completed by City)

**KEY MAP** \_\_\_\_\_ **GIMS Tile** \_\_\_\_\_ **Council Dist.** \_\_\_\_\_ **Tech** \_\_\_\_\_

**Sales Order No.** \_\_\_\_\_ **Receipt Project No.** \_\_\_\_\_

**Log No.** \_\_\_\_\_ **WCR File No.** \_\_\_\_\_

## **EXISTING DEVELOPMENT**

**VACANT** \_\_\_\_\_

(Please check only if undeveloped land)

### **Existing Commercial Development\***

(Also use this sheet if requesting credit for prior existing development)

**Name of development:** \_\_\_\_\_

Street Address with suite or space #	Type of Development (i.e. office, retail, warehouse, mfg.)	Square footage – list separately for each type of development	High volume water user information**

*\*attach tenant list or additional sheets if more space is needed*

*\*\*must include number of shampoo bowls in a beauty shop; square feet of dining area in a full service restaurant; occupants in a church, club, daycare center, lounge, gameroom, school, or banquet hall; number and type of bays in a carwash; and number of washing machines in a washateria.*

### **Existing Residential Development**

(Also use this sheet if requesting credit for prior existing development, then provide demo permit # below)

Type of Units	No. of Units	Square footage	Type of Units	Number of Units	Square footage
Houses			Apartment with washer/dryer	For one (1) apt unit only. More than one (1) unit is considered commercial, use above table.	
Townhouses			Apartment without washer/dryer		
Condominiums			Other		

### **Additional Information**

**Will any of the above be REMOVED or REMODELED? (circle one) Please describe:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Demo Permit or Water Account #:** \_\_\_\_\_ **Project # of existing dev:** \_\_\_\_\_

**Is the existing development served by:** City sanitary sewers? \_\_\_\_ Septic system? \_\_\_\_ Other? \_\_\_\_

**On water well?** \_\_\_\_\_ **MUD or CCN (specify)?** \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

## **PROPOSED DEVELOPMENT**

Check all that apply: new construction?\_\_\_\_\_ remodeling?\_\_\_\_\_ lease space completion?\_\_\_\_\_  
repairing?\_\_\_\_\_ replacement?\_\_\_\_\_ conversion?\_\_\_\_\_ other?(specify) \_\_\_\_\_

### **Proposed Commercial Development**

Street Address with suite# or space#	Type of Development (i.e. office, retail, warehouse, mfg.*)	Square footage - list separately for each type of development	High volume water user information**

\* Any request to construct manufacturing facilities must include information on the type of manufacturing proposed and the estimated quantity (gallons per day) and quality of discharge to the sanitary sewer or letter from Industrial Waste Section.

\*\*must include number of shampoo bowls in a beauty shop; square feet of dining area in a full service restaurant; occupants in a church, club, daycare center, lounge, gameroom, school, or banquet hall; number and type of bays in a carwash; and number of washing machines in a washateria.

### **Proposed Residential Development**

Type of Units	No. of Units	Square footage	Type of Units	Number of Units	Square footage
Houses			Apartment with washer/dryer	For one (1) apt unit only. More than one (1) unit is considered commercial, use above table.	
Townhouses			Apartment without washer/dryer		
Condominiums			Other		

### **Prior Correspondence**

(Please attach copies of any prior letters of availability or correspondence concerning this request.)

Is this request in place of any previous requests?\_\_\_\_\_ If so, explain \_\_\_\_\_

Additional Information:\_\_\_\_\_

For properties located outside the corporate limits of the City of Houston, the applicant understands that all ordinances of the City (as now written and as hereafter amended) which relate to water or sewer service or to plumbing matters, including those ordinances which impose criminal sanctions, apply to water and sewer services provided by the City to premises outside of the corporate limits. The applicant also understands that the City may suspend or disconnect such services in the event that the applicant or any other person at the premises to be served fails to comply with such ordinances, without regard to whether or not criminal sanctions are enforceable against any such person. (Houston City Code of Ordinances; Chapter 42, Article 1, Section 47-14 (c))

**SITE DESCRIPTION**

**TRANSFER OF CAPACITY IS REQUESTED FROM THE FOLLOWING LOCATION:**

Lot(s) _____	Tract Size _____
Block(s) _____	
Reserve(s) _____	Property tax
Subdivision _____	account #(s) _____
Tract(s) _____	_____
Survey _____	_____
Abstract # _____	_____

Amount of capacity requested for transfer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wastewater Capacity Reservation File No. \_\_\_\_\_

Will existing be disconnected from sewer or removed? \_\_\_\_\_

(Submittal of proof will be required.)

Additional Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**STORM WATER CAPACITY RESERVATION APPLICATION**  
**ADDITIONAL INFORMATION**  
**CITY OF HOUSTON STORM WATER LETTER OF AVAILABILITY**

APPLICATION NO: \_\_\_\_\_

**LEGAL DESCRIPTION**

TRACT ADDRESS: \_\_\_\_\_ TRACT SIZE (ACRES): \_\_\_\_\_

☐ PROPERTY IS PLATTED. PROVIDE PLAT NAME: \_\_\_\_\_

☐ PROPERTY IS UNPLATTED. TOTAL AREA WITHIN PLAT: \_\_\_\_\_

☐ PROPERTY IS UNPLATTED. PROVIDE LEGAL DESCRIPTION: \_\_\_\_\_

☐ PROPERTY IS PART OF A DEVELOPMENT GREATER THAN 5 ACRES.

**FLOOD PLAIN INFORMATION**

PROPERTY IS:

☐ WITHIN FEMA 100-YEAR FLOOD PLAIN --- FIRM PANEL NUMBER: \_\_\_\_\_

☐ WITHIN TSARP 100-YEAR FLOOD PLAIN --- DFIRM PANEL NUMBER: \_\_\_\_\_

☐ NOT WITHIN THE 100-YEAR FLOOD PLAIN

**STORM SEWER INFORMATION**

PROPERTY IS:

☐ SERVED PRESENTLY BY ON-SITE STORM SEWER SYSTEM.

☐ SERVED BY PUBLIC STORM SEWER SYSTEM IN: \_\_\_\_\_ (STREET NAME) \_\_\_\_\_ (PIPE SIZE)

☐ SERVED BY ROADSIDE DITCH.

**REQUIRED ATTACHMENTS**

☐ DEED OR TITLE REPORT

☐ STORM WATER SYSTEM FROM GIMS MAP

**ADDITIONAL ATTACHMENTS (IF APPLICABLE)**

☐ PREVIOUS STORM WATER LOA ☐ COPY OF DRAINAGE STUDY/HYDRAULIC ANALYSIS

☐ COPY OF RECORDED PLAT ☐ COPY OF DETENTION WAIVER ANALYSIS

☐ COPY OF EXISTING STORM WATER QUALITY PERMIT SERVING THIS PROPERTY

☐ \_\_\_\_\_ ☐ \_\_\_\_\_

**DESCRIPTION OF DEVELOPMENT**

DESCRIPTION	EXISTING			PROPOSED		
	AREA OF IMPERVIOUS SURFACE	AREA OF UNIMPROVED PERVIOUS SURFACE	AREA OF IMPROVED PERVIOUS SURFACE	AREA OF IMPERVIOUS SURFACE	AREA OF UNIMPROVED PERVIOUS SURFACE	AREA OF IMPROVED PERVIOUS SURFACE
	(SQ. FT.)			(SQ. FT.)		
Building						
Parking Lot						
Sidewalk						
Site Disturbed area						
<1Acre						
1 Acre to 5 Acres						
> 5 Acres						
Site Total Area						
TOTAL IMPERVIOUS COVER (SQ. FT.)	EXISTING			PROPOSED		
TOTAL IMPERVIOUS COVER (ACRES)						